** JOB DESCRIPTION**

**Post Title: Head of Finance**

**Job Summary**

As a member of the senior leadership team the post holder will be responsible for the management of the finance department, reception and office. The post holder will be fully committed to the Association's Mission and Objectives, contributing to publicising the work of the Association and maintaining good public relations. The role will require representing the Association from time to time at various functions possibly outside normal working hours

**Accountable to:** Chief Executive

**Line Managed by:** Chief Executive

**Person Specification**

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| Person Specification Criteria | Essential | Desirable |
| **Education and Training** | √ |  |
| Degree LevelACA qualificationMember of Professional Body | √ |  |
| **Experience**3 years’ experience in a similar senior role | √ |  |
| An understanding of current regulatory requirementsExcellent budget management | √√ |  |
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| **IT Skills**Excellent MS Office skills (Word, Excel, Outlook) Good use of accountancy software packages such as Sage or QuickBooks | √ |  |
| **Skills and Abilities** |  |  |
| Strong financial accounting skills | √ |  |
| Ability to manage large budgets effectivelyEffective organisational skillsAbility to communicate effectively with a variety of stakeholder groups at all levelsConfident oral and written skillsAbility to mentor and support others and manage a team | √√√√√ |  |

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| **Leadership**Strong, effective communicationLead by exampleHonest and accountableAbility to use own initiative and problem solveAbility to motivate and develop staffHave a professional attitudeOpen and collaborative management | √√√√√√√ |  |

**Key Responsibilities**

**Finance and Accountancy**

* Advise the Chief Executive and Board on the Association’s financial position and prepare financial papers as required
* Advise on general financial policy within the Association ensuring procedures are updated annually and are followed
* Ensure good financial controls are maintained, are regularly review and updated
* To oversee the production of annual audited statutory accounts, quarterly management accounts, annual business plan, budgets and financial forecast
* Monitoring income and expenditure in relation to budget forecast and presenting regular management reports to the Board and Senior staff
* Keeping the accounts of the Association and preparing Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP)
* Maintaining cash flow projections for the current and future years.
* Advising on investments in consultation with the Associations brokers or investment managers
* To manage the relationship with the Associations Banks
* Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and compliance with regulations for benefits in kind.
* Administering pension schemes for staff
* Overall responsibility for the rent ledger, accounting system and associated software and sage payroll system.
* To undertake and implement an annual rent review and setting of service charge processes including monitoring and reviewing.
* To review all major works Section 20 and confirming relevant deductions from reserve funds and reconcile.
* Keeping and preparing analyses of costs and other statistical records.
* Advising on taxation matters generally and ensure compliance with regulations for VAT
* To ensure that grants are obtained wherever possible; to liaise with grant making bodies, make applications, supervise grant aided projects, and follow any required procedures
* To supervise the work of the Senior Finance Manager
* To conduct internal audits of the Finance Department's work in line with prescribed framework
* To implement new systems and review / improve processes.

**General Management and Administration**

* To line manage staff reporting to the Head of Finance in accordance with the Association's personnel policies; to participate in their recruitment, to contribute to the creation and maintenance of good staff relationships, to be responsible for recording, monitoring and controlling holiday and sick leave, to be responsible for their training, to hold regular meetings with them and monitor their work, and to carry out assessments of their performance.
* Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability.
* Ensuring that the Association has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover.
* Purchasing, either directly or through a purchasing group, all goods and services.
* To be aware that the Association actively encourages a high level of involvement from residents in the management of their homes and the services provided, to assist residents to become involved whenever possible, and in particular to liaise with the Head of Housing on resident involvement in maintenance.
* Overall responsibility for the management of the Lodge office, service contracts and equipment
* To undertake any other duties in line with the overall aim of the job as required by the Chief Executive

**TERMS AND CONDITIONS OF EMPLOYMENT-** A separate contract gives full details

**Competency Framework**

The competence framework sets out skills, knowledge and behaviours in four main competence areas, providing a means to assess performance of the above duties and responsibilities.

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| Competence | Description | Behaviours |
| Communicating effectively, internally and externally | Engaging in written and oral communication that is clear, transparent, and responsive to the needs, experience and understanding of diverse audiences. | Communicate using appropriate styles, methods and timing to maximise understanding, impact and inclusiveness.Actively seek information from others to understand their needs and encourage them to access relevant information that will help them use services more effectively. |
| Working as a team | Working effectively with colleagues and using the diversity of the team to create a working environment which helps to achieve optimum performance and success. | Proactively contribute to the work of the whole team. Actively seek input from a diverse range of people.Be open to taking on different roles |
| Developing skills and knowledge  | Keeping up to date with new processes and information in our individual role, seeking opportunities to develop, and taking responsibility for own individual personal development | Identify own skills and knowledge gaps to inform own development and discuss these with line manager Recognise and take time to achieve own learning and development objectives. |
| Delivering effective performance | Delivering timely performance with energy, taking responsibility and accountability for quality outcomes, and dealing with challenges in a responsive and constructive way | Focus on providing the right solution and keep relevant parties up to date on progress. Take responsibility for the quality of own work and keep line manager informed of how work is progressing. Take ownership of problems, remaining positive and focused on achieving outcomes despite setbacks. |